

**Invitation to Tender**

**Liskeard Cattle Market Makers Project**

* **Construction and installation of small, prefabricated workspace units**

# 1. About the Cattle Market Makers Project

1.1 The Cattle Market Makers project (CMM) will provide small workshops and shared space in a new creative hub based in the old cattle market in Liskeard. There will be business and other support for craftspeople and makers and opportunities to try new crafts for those just starting out. The aim is to provide a major boost to creative businesses locally and help build a community of makers.

1.2 The creative hub will be a small-scale modular development, which will include small workshops for rent, shared making and training spaces and an office for the project staff. One of the shared spaces will house a digital fabrication lab linked to Plymouth College of Art’s Fab Lab, providing ways to learn, experiment and create with digital technology. There will also be space for makers to exhibit their work. As far as possible, we will find creative ways to reuse and recycle materials in the project.

1.3 A project manager and assistant will manage the space, organise training and events and provide business support.

We will be working with three main groups:

* Established makers, who can rent workshop space, benefit from tailored business support and work as trainers and technicians.
* People wanting to grow a hobby into a job, who need space for making, and support in setting up a business and reaching customers.
* People who have not worked for some time, who can take part in creative and craft activities to boost their skills and confidence as steps towards education, job search or self-employment.

# 1.4 Due to the funding conditions, the project is mainly aimed at people who live or work in central parts of Liskeard, where there are high levels of deprivation. That will include anyone renting workshop space and we will also be able to include some others. It will also provide business support, events and networking opportunities for other existing businesses in the town. The project is led by Liskeard Town Council, who are managing the staff. It has been developed working in partnership with other organisations. Cornwall Council and the European Regional Development Fund (ERDF) funded programme, Community Led Local Development in Cornwall, are providing the match funding. Plymouth College of Art have contributed their specialist knowledge to develop the project and will help with practical workshops, events and access to their facilities. Liskeard Town Council have also talked to a wide range of local organisations about how they can be involved.

1.5 It is noted that an outline performance specification and RIBA stage 3 design has been provided in the Works Information and the Contractor will be responsible to complete the design using the current works and Site Information.

# 2. Background

2.1 The project delivers the construction, and installation of small prefabricated modular workspace units and shared spaces. Additional utilities, foundation and decking/ramping works will also be required.

2.2 The advantages of efficient prefabricated units that have a limited environmental impact is of great importance to Liskeard Town Council. The use of modular units will also enable activity to be brought into part of the former cattle market site at a relatively early stage. Thus allowing for the phased approach to the redevelopment of the whole site. Hence, the modular units might be used as workspace for 20 - 25 years on the cattle market site itself, spending the first 5 - 7 years of that at an initial location, whilst development proposals are finalised for that location.

2.3 The funding of this tender is part of a grant funded application process and therefore the contract award will be subject to grant approval.

2.4 The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.

2.5 Liskeard Town Council shall not be committed to any course of action as a result of:

• issuing this ITT or any invitation to participate in this procurement exercise;

• an invitation to submit any Response in respect of this procurement exercise;

• communicating with a Tenderer or a Tenderer’s representatives or agents in respect of this procurement exercise; or

• any other communication between Liskeard Town Council (whether directly or by its agents or representatives) and any other party.

2.6 Liskeard Town Council reserves the right to amend, add to or withdraw all, or any part of this ITT at any time during the procurement exercise.

2. 7 Liskeard Town Council will be using MWJV Limited to manage the full tender process. A full audit trail is kept of all Tender Correspondence and a complete record of all supplier submissions is stored.

# 3. **Context**

3.1 Liskeard Town Council have previously appointed a specialist design team, project management and cost consultancy services to deliver the technical design. The Contractor will be responsible for finalising the current design using the Works Information, Site Information and performance specification provided. The project is currently at the end of RIBA Stage 3 and is co-funded by ERDF (Match Funding); as a result, the contractor will need to comply with all related requirements and guidance in delivery of an ERDF project including branding and publicity requirements. (see Enclosure 4)

3.2 Conditional Planning Permission has been granted by Cornwall Council under PA21/02523 (Enclosure 30). The contractor is expected to discharge all planning conditions.

3.3 Site Address. The address at which works will be carried out is: Liskeard (former) Cattle Market, Liskeard, Cornwall, PL14 4BA. Please see site illustrative location plan included in Enclosure 1 and refer to the Works Information for further detail

3.4 Contract, Contracting Authority and Agents

3.4.1 The delivery contract will be an NEC4 Engineering and Construction Short Contract (ESCS) and will be executed under deed between Liskeard Town Council and the successful contractor. The Z Clauses to the contract are included at Enclosure 5 and the contractor must have accounted for the requirements of this contract within their price.

3.4.2 MWJV Ltd. will be named as the NEC Project Manager within the contract and will be the main point of contact between the successful contractor and the Liskeard Town Council.

# 4. Tender objectives

4.1 This tender seeks to secure a contractor to deliver the required construction works as outlined above and detailed within the Works Information. All works need to be complete by Mid August 2022 to comply with ERDF Funding Requirements.

4.2 Tenderers should read these instructions carefully before completing the Tender documentation. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender. Tenderers are advised therefore to acquaint themselves fully with the extent and nature of the works outlined and the associated contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Tenderer accepts these Conditions of Participation

# 5. Tender requirements

5.1 The requirement is to provide a minimum 121m2 Gross Internal Floor Area comprising of 8 small workspace units, plus admin hub, a ‘Fab Lab’ and open workshop organized around a central shared courtyard. Shared toilet and shower block with accessible toilet is also required. The design is to be based on a modular build or reclaimed and converted shipping containers.

5.2 The contractor is to note and mitigate the following Project Risks

The perceived key project risks at this stage are:

1. The sufficiency of the budget and programme;
2. Discharge of planning conditions;
3. Proximity to live businesses and services;
4. Proximity to an existing construction working site;
5. On site asbestos (incl. ground) and contamination;
6. Nesting gulls and on site ecology;
7. Compliance with ERDF Funding Requirements.

5.3 Please note, the Works Information and Site Information have been provided by the employer to assist the contractor with gauging the quantum of works to be anticipated when preparing their tender. The Contractor is to carry out any checks necessary to ensure he has fully understood the works and the requirements. In submitting the tender, the Contractor will be deemed to have included for all of the work contained within the Works Information. The Contractor will be responsible for carrying out their own measure, to ensure the quantities contained in calculating their tender price are correct. The contractor will take the risk for incorrect quantities and rates following tender submission. No Compensation Event will be accepted for inaccurate quantities or rates.

5.4 Design Management – It is noted that an outline performance spec and RIBA stage 3 design has been provided and the Contractor will be responsible to complete the design using the current Works Information.

5..5 Existing Site and Design Information.

The existing survey information is included within the site and Works Information that accompanies this tender.

5.5.1 Site Information

The Site Information for this tender and that will which form part of the NEC4 Engineering and Construction Short Contract, is attached separately within Contracts Finder. The following documentation comprises the Site Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Doc**  **Ref.** | **Rev.** | **Date** | **ITT Ref** |
| 64570 Liskeard Cattle Market Desk Study Report\_Part1 |  |  | 11th September 2019 | Enclosure 6 |
| 64570 Liskeard Cattle Market Desk Study Report\_Part2 | GS-6275621 |  | 29th August 2019 | Enclosure 7 |
| 64570 Liskeard Cattle Market Desk Study Report\_Part3 | GS-6275622 |  | 29th August 2019 | Enclosure 8 |
| 19223 Liskeard cattle market Ph1 Drainage Strategy |  |  | February 2020 | Enclosure 19 |
| 19223-200 Proposed Drainage Strategy P1 |  |  | February 2020 | Enclosure 10 |
| Liskeard Cattle Market HIA\_final | 2020R010 |  | January 2020 | Enclosure 11 |
| CEC3388 Liskeard Cattle Market and Community Centre PEA 200610 |  |  | 17th September 2019 | Enclosure 12 |
| SOR015988-2d – Utility Mapping & Topographical Survey |  |  | 09th September 2019 | Enclosure 13 |
| ACAD-LISKEARD-CATTLE-MARKET-R2 (Final) 1-200-A0 (1 of 2) |  |  | September 2019 | Enclosure 14 |
| ACAD-LISKEARD-CATTLE-MARKET-R2 (Final) 1-200-A0 (2 of 2) |  |  | September 2019 | Enclosure 15 |
| Utility Search Report Liskeard Cattle Market |  |  | September 2019 | Enclosure 16 |
| 20200224\_UK\_8458\_Mace Limited\_Liskeard Cattle Market\_Detailed UXO Risk Assessment\_v.1.0 RL |  |  | 24th February 2020 | Enclosure 17 |
| Pre-Construction Information |  |  | 28th January 2022 | Enclosure 18 |
| RP7610\_Liskeard Cattle Market Additional\_GIR\_Rev01pg |  |  | September 2021 | Enclosure 19 |
| 19223 Liskeard Cattle Market - Existing Slab Inspection (with photographs 20A-20E) |  |  | 11th January 2021 | Enclosures 20,20A,20B,20C,20D and 20E |

5.5.2 Works Information

The Works Information for this tender and that will which form part of the NEC4 Engineering and Construction Short Contract. A fully coordinated set of design information will be required as an output to this project.

5.5.3 The following documentation comprises the Works Information:

| **Title** | **Doc**  **Ref.** | **Rev.** | **Date** | **ITT Ref** |
| --- | --- | --- | --- | --- |
| **Architect (PBWC Documents)** |  |  |  |  |
| 3767-CLLD Outline Performance Spec Version 1.3 |  |  | 31st January 2022 | Enclosure 21 |
| 3767-PBWC-00-00-DR-A-1000 P4 Site Location Plan |  |  | 28th July 2021 | Enclosure 22 |
| 3767-PBWC-00-00-DR-A-1100 P3 Existing Site Plan |  |  | 28th July 2021 | Enclosure 23 |
| 3767-PBWC-00-00-DR-A-1200 P3 Proposed Site Plan |  |  | 28th July 2021 | Enclosure 24 |
| 3767-PBWC-00-00-DR-A-2200 P4 Proposed Floor Plans |  |  | 28th July 2021 | Enclosure 25 |
| 3767-PBWC-00-00-DR-A-3050 P4 Proposed Elevations |  |  | 28th July 2021 | Enclosure 26 |
| 3767-TRA-210728-Document Issue Sheet |  |  | 28th July 2021 | Enclosure 27 |
| 3767-PBWC-XX-XX-DR-A 6000 - OPTIONS - SKETCHES – P6 |  |  |  | Enclosure 28 |
| **M&E (Method Consulting Documents)** |  |  |  |  |
| 1631MLC-MET-00-DR-M-9001-S2-P01\_Combined M&E Layout Ground Floor |  |  | 19th March 2021 | Enclosure 29 |
| **General** |  |  |  |  |
| 3767-M1-280621-MW PA21-02523 Conditional Approval |  |  |  | Enclosure 30 |
| 220125\_CLLD\_Prelims Liskeard CLLD V1 Preliminaries |  |  | 25th January 2022 | Enclosure 31 |

6**. Contract Budget**

Indicative budget available for this commission is £725,000 (exc VAT).

# 7. Tender and commission timetable

The timetable is:

|  |  |
| --- | --- |
| **Process** | **Date** |
| Issue of ITT and Contract Notice | 1 February 2022 |
| Site Visits | 10 –11 February 2022 |
| Deadline for the Receipt of Clarifications\* | 4pm on 14 February 2022 |
| Responses to All Clarifications\* | 18 February 2022 |
| Deadline for Tender Return (date & time) | 12 noon on 25 February 2022 |
| Evaluation of Tenders Completed | 11 March 2022 |
| Notification of Contract Award Decision | 14 March 2022 |
| Issue Contract Award Notice | 14March 2022 |
| Mobilisation Period | 14March – 25 March 2022 |
| Expected contract commencement date | 28 March 2022 |
| Expected completion date | Mid August 2022 |

Please note, a site visit must be requested via email from:

[Danlowe@wwa.uk.com](mailto:Danlowe@wwa.uk.com) copy to [cmm.manager@liskeard.gov.uk](mailto:cmm.manager@liskeard.gov.uk)

One hour will be available per contractor for a site visit. **Contractors will be required to bring their own PPE and should observe the COVID guidance available both nationally and within their company.** As a minimum, social distancing guideline must be followed and masks worn in addition to PPE – boots, hats, gloves, hi-vis, and googles.

No clarifications will be issued on site; the contractor will be required to raise any clarifications in accordance with Section 10.

# 8. Tender submission requirements

Please include the following information in your Tender submission.

* 1. Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Liskeard Town Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
3. Confirmation that the tenderer accepts all the Terms and Conditions of the NEC4 Engineering and Construction Short Contract and associated Z Clauses (Enclosure 5).
4. Confirmation that the tenderer will be able to meet the Corporate Requirements (see Section 9) to include confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence.
5. Provide a Conflict of Interest statement (section 9.7).

8.2 Programme. Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 7. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones as identified. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must be an NEC compliant programme and include:

* + 1. Tasks required to be undertaken during construction period.

8.2.2 Critical long lead in items requiring early placement of orders.

8.2.3 Tasks required to be undertaken during commissioning and handover.

8.2.4 A critical path for the overall programme

8.3 Suitability Statement

The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.

The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:

8.3.1 Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)

8.3.2 Please provide details of your proposed key project personnel to include the design manager. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total)

* 1. Social value, environmental and sustainability.

The funders of this project require a strong focus on environmental sustainability and equality and diversity (in the form of accessibility). The information you provide should include a statement as detailed in 8.4.1 and 8.4.2:

8.4.1 How you will ensure environmental sustainability and accessibility considerations are embedded into this project and remain a focussed consideration for the duration of the project.

8.4.2 Demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:

* + 1. Attitude to collaborative problem solving within a defined team structure
    2. Anticipate and note the likely challenges and how they would be accommodated
    3. How you will reduce energy and fuel consumption in the provision of the contract
    4. How you will re-use resources
    5. How you will increase recycling levels and reduce the amount of waste
    6. How you will use environmentally friendly and ethically sourced goods
    7. How you will contribute to reducing the carbon footprint
    8. How you will contribute to pollution reduction
    9. How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife
  1. Contract Sum

The Contractor is to fill out the below table to provide their pricing information (see Enclosure 32):

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Modular Prefabricated units and associated superstructure works |  |
| Substructure and Foundation Works |  |
| External Works |  |
| External Drainage |  |
| External Services (BT Open reach, WPD and SWW) |  |
| Site Preparation |  |
| Soft Landscaping |  |
| Contractor Cost Items (Management, Site accommodation, temporary services, hoarding, etc) |  |
| Overheads, Profit and Prelims |  |
| **Total Contract Sum (Excluding VAT)** |  |

9. **Corporate requirements**

Liskeard Town Council wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the contractor can evidence their ability to meet these requirements when providing the services under this commission.

9.1 **Equality and Diversity**

Liskeard Town Council is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

9.2 **Environmental Policy**

Liskeard Town Council is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

**In addition, the contract will be subject to the following legislation.**

9.3 **Prevention of Bribery**

Tenderers are hereby notified that Liskeard Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

9.4 **Exclusion**

Liskeard Town Council shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:

* Participation in a criminal organisation
* Corruption
* Fraud
* Terrorist offences or offences linked to terrorist activities
* Money laundering or terrorist financing
* Child labour and other forms of trafficking in human beings

9.5 **Content ownership**

All material issued in connection with this ITT shall remain the property of Liskeard Town Council and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to Liskeard Town Council or securely destroyed by the Tenderer at the conclusion of the procurement exercise. By submitting a tender application, the tenderer acknowledges that the copyright to all material produced during the programme will be the property of Liskeard Town Council.

9.6 **Document Retention**

All documentation (electronic and hard copy) produced and provided as part of this contract will need to be returned to Liskeard Town Council at the end of the contract so that we can retain them for future reference/audit. The contractor will not be expected to store these documents for future reference.

9.7 **Conflicts of Interest**

9.7.1 Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Liskeard Town Council or MWJV Limited that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

9.7.2 Receipt of this statement will permit Liskeard Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

**9.8** **Sub Contractors**

The Tenderer shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.

# 10. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

**cmm.admin@liskeard.gov.uk**

in accordance with the Tender and Commission Timetable in section 7.

Responses to clarifications will be anonymised and uploaded by Liskeard Town Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Liskeard Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 11. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

**Tender returns will be assessed on the basis of the following tender award criterion**

|  |  |
| --- | --- |
| Ref 8.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 8.1 | Pass/ Fail |
| Ref 8.2 Programme |  |
| Please provide a detailed construction programme that illustrates your anticipated start and completion dates based on contract award date as per Section 7. Your response should be clearly presented, have clear and realistic timeframes and inclusion of all Key tasks and Milestones as identified. By submitting this document, you hereby confirm the deliverability of the programme and commit to doing so as per your submission which will form part of any resulting contract. Your programme must be an NEC compliant programme and include:  8.2.1 Tasks required to be undertaken during construction period.  8.2.2 Critical long lead in items requiring early placement of orders.  8.2.3 Tasks required to be undertaken during commissioning and handover.  8.2.4 A critical path for the overall programme | Pass/Fail |
| Ref 8.3 Suitability Statement | 15 |
| The Contractor shall provide a Suitability Statement setting out how they will provide the works in accordance with the Works Information.  The Suitability Statement will need to be specific to the extent and scope of the works. The Contractor shall be evaluated with respect to the following sub-criterion:  8.3.1 Relevant experience – Provide details of 3 examples of having provided similar works and services to that proposed that demonstrates your competence, relevant knowledge, skills and experience. (One page of A4 maximum per example)  8.3.2 Please provide details of your proposed key project personnel to include the design manager. The contractor must demonstrate their ability to provide suitably experienced and sufficient resource to ensure project success. You should provide a top level organogram and associated CVs (no more than 1 sides of A4 per CV and no more than 5 in total) |  |
| Ref 8.4 Social Value, Environmental and Sustainability | 15 |
| The information you provide should include a statement as detailed in 8.4.1 and 8.4.2.  8.4.1 How you will ensure environmental sustainability and accessibility considerations are embedded into this project and remain a focussed consideration for the duration of the project.  8.4.2 Demonstrate that there will be a system in place to monitor, maintain and deliver to the standard of quality required for the project including sustainability and accessibility. The document should address such points as:  a. Attitude to collaborative problem solving within a defined team structure  b. Anticipate and note the likely challenges and how they would be accommodated  c. How you will reduce energy and fuel consumption in the provision of the contract  d. How you will re-use resources  e. How you will increase recycling levels and reduce the amount of waste  f. How you will use environmentally friendly and ethically sourced goods,  g. How you will contribute to reducing the carbon footprint  h. How you will contribute to pollution reduction  i. How you will promote initiatives which retain, protect, enhance and/or promote the character of the local natural environment for the benefit of local people and wildlife |  |
| Ref 8.5 Price | 70 |
| A **fixed price** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 70 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 70 x lowest bid / bid |  |

12**. Assessment of the Tender**

12.1 The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

12.2 During the tender assessment period, Liskeard Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

12.3 Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, or on behalf of, the Committee concerned after consideration of a report by the Town Clerk or authorised Officer

12.4 Liskeard Town Council is not bound to accept the lowest price or any tender. Liskeard Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Liskeard Town Council’s internal procedures and Liskeard Town Council Liskeard Town Council being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the NEC4 Engineering and Construction Short Contract and Z Clauses (see Enclosure 5).

# 14. Tender returns

14.1 Except under exceptional circumstances, no extension to the submission date will be granted. Any extension that is granted will be notified through Contracts Finder. Applicants are advised that Liskeard Town Council is not bound to accept the lowest price submitted and will not reimburse any expense incurred by applicants during the tendering process.

Please submit all the Tender documents:

1. Covering Letter (8.1)
2. Programme (8.2)
3. Suitability Statement (8.3)
4. Social Value, Environmental and Sustainability (8.4)
5. Completed Contract Sum Document (8.5) Enclosure 32

by email by 12:00 on 25 February 2022 and sent to:

[townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk)

with the following wording ONLY in the subject box:

“Liskeard Cattle Market Makers Project construction, and installation of small prefabricated workspace units Strictly Confidential”

Tenderers should request confirmation of receipt.

14.5 Late Tendering - Any tenders received after the specified time will not be considered and shall be returned promptly to the tenderer by the Town Clerk or by any professional engaged by the Council to facilitate the tender process, with a suitable covering letter. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed.

# 15. Disclaimer

15.1 The issue of this documentation does not commit Liskeard Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Liskeard Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Liskeard Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Liskeard Town Council).

15.2 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Liskeard Town Council or any information contained in Liskeard Town Council’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Liskeard Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

15.3 Liskeard Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

15.4 Cancellation of the procurement process (at any time) under any circumstances will not render Liskeard Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

**Enclosures**

1. Site map

2. LTC’s Sustainable Development Policy

3. LTC’s Equality and Diversity

4. ERDF and ESF Branding and Publicity Requirements ESIF-GN-1-005, Version 8 Date published 1 August 2019

5. Enclosure 5 20220201\_CLLD\_NEC4 Contract Amendments “Z Clauses”

6. 64570 Liskeard Cattle Market Desk Study Report\_Part1

7. 64570 Liskeard Cattle Market Desk Study Report\_Part2

8. 64570 Liskeard Cattle Market Desk Study Report\_Part3

9. 19223 Liskeard cattle market Ph1 Drainage Strategy

10. 19223-200 Proposed Drainage Strategy P1

11. Liskeard Cattle Market HIAfinal

12. CEC3388 Liskeard Cattle Market and Community Centre PEA 200610

13. SOR015988-2d – Utility Mapping & Topographical Survey

14. ACAD-LISKEARD-CATTLE-MARKET-R2 (Final) 1-200-A0 (1 of 2)

15. ACAD-LISKEARD-CATTLE-MARKET-R2 (Final) 1-200-A0 (2 of 2)

16. Utility Search Report Liskeard Cattle Market

17. 20200224\_UK\_8458\_Mace Limited\_Liskeard Cattle Market\_Detailed UXO Risk Assessment\_v.1.0 RL

18. Pre-Construction Information

19. RP7610\_Liskeard Cattle Market Additional\_GIR\_Rev01pg

20. 19223 Liskeard Cattle Market - Existing Slab Inspection (with photographs 20A-20E)

21. 3767-CLLD Outline Performance Spec Version 1.3

22. 3767-PBWC-00-00-DR-A-1000 P4 Site Location Plan

23. 3767-PBWC-00-00-DR-A-1100 P3 Existing Site Plan

24. 3767-PBWC-00-00-DR-A-1200 P3 Proposed Site Plan

25. 3767-PBWC-00-00-DR-A-2200 P4 Proposed Floor Plans

26. 3767-PBWC-00-00-DR-A-3050 P4 Proposed Elevations

27. 3767-TRA-210728-Document Issue Sheet

28. 3767-PBWC-XX-XX-DR-A 6000 - OPTIONS - SKETCHES - P5

29. 1631MLC-MET-00-DR-M-9001-S2-P01\_Combined M&E Layout Ground Floor

30. 3767-M1-280621-MW PA21-02523 Conditional Approval

31. 220125\_CLLD\_Prelims

32. Contract Sum Document